

Approved For Release 2006/01/30 : CIA-RDP79-00317A000200010012-5

**ADMINISTRATIVE - INTERNAL USE ONLY**REPORT FROM Chief, SB/PMS/ORD  
OFFICE OF RESEARCH AND DEVELOPMENTCSP MEETING  
7 October 1974ADDITIONS

STAT [REDACTED] Secretary Steno, GS-07, to CS/PMS/ORD  
STAT [REDACTED] on 23 September 1974 from SPS/DD/S&T.  
[REDACTED] GS-06, Secretary Steno, to LSR/ORD on  
17 September 1974 from Office of Logistics.

REASSIGNMENTS OUTSIDE OF ORD

STAT [REDACTED] Clerk Typist, GS-06, PPBB/PMS/ORD  
transferred to OSI on 9 September 1974.

RESIGNATIONS

None

RETIREMENTS

None

PROMOTIONS

None

QSI's

None

TDY DETAIL

STAT [REDACTED] Phys. Scientist-Res., GS-11, OT/ORD  
has returned from OEL on 1 October 1974.

LWOP

STAT [REDACTED] Secretary Steno, GS-07, on 13 September 1974  
(CS/PMS/ORD)

APPLICANTS IN PROCESS

STAT [REDACTED]  
[REDACTED], GS-13 for TCR/ORD (Fully cleared)  
[REDACTED] S-12 for DPR/ORD (Fully cleared - EOD: 21 Oct 74)  
[REDACTED], GS-12 for TCR/ORD  
[REDACTED] GS-14 for DPR/ORD  
[REDACTED] S-14 for DPR/ORD  
[REDACTED] GS-13 for TCR/ORD  
[REDACTED] GS-14 for TCR/ORD

CONTRACT TYPE I EMPLOYEE (In Process)

STAT [REDACTED] for TCR/ORD

CONSULTANT

STAT [REDACTED] Engineering Specialist on 5 September 1974  
(For D/ORD)

REASSIGNMENTS WITHIN ORD

STAT [REDACTED] Phys Scientist-Res., GS-14, from CDAM/ORD  
to PAS/ORD on 4 October 1974.

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COMPARATIVE RATINGS - Definitions

DD/S&T

GROUP A:

Those officers who are considered to have a potential for further development and/or promotion. This group represents those officers to whom special attention should be paid, in terms of assignment that would broaden their background and give them additional responsibility in the Directorate.

GROUP B:

Those officers who are performing satisfactorily in their present assignment.

GROUP C:

Special Attention Category - those officers who represent potential problems in terms of assignment and/or performance.

STAT

ORD/Career Service Panel (As of 7 October 1974)

GROUP A:

Those officers who have been identified for further development and/or promotion. This group represents those officers to whom special attention should be paid, in terms of assignment that would broaden their background and give them additional responsibility in the Directorate.

GROUP B:

Those officers who are performing satisfactorily in their present assignment and have the potential for further development and/or promotion.

GROUP C:

Special Attention Category - those officers who represent potential career problems in terms of assignment and/or performance.

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CHARTER

OFFICE OF RESEARCH AND DEVELOPMENT

CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

(1) Ex Officio Member  
Director

(2) Permanent Members

(a) Chairman  
(Deputy Director/ORD)

(b) Division Chiefs

(c) Such other permanent members  
as designated by the Director  
of Research and Development

(3) Such other voting and nonvoting members  
as appointed by the D/ORD to serve on a nonpermanent  
basis. Passage of any action will require approval  
of the majority of the voting members of the Panel.  
For assignment, advancement and retention actions,  
only the permanent members shall vote. All  
recommendations will be a matter of formal vote.  
Voting will be by a show of hands, or on a specific  
issue by proxy in writing that has been submitted  
to the Chairman, CSP/ORD, prior to the meeting.

(4) Executive Secretary  
Administrative Officer (nonvoting)

(5) Recording Secretary (nonvoting)

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2. ORGANIZATION (Cont'd)

b. Meetings will be held on the first Monday of each month and at the call of the Chairman. A simple majority plus one of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

c. The minutes of the CSP meetings will be recorded and distributed "EYES ONLY" to CSP members. A summary of the CSP activities will be disseminated every 12 months to all Office personnel.

3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Director of Research and Development on career management matters, to monitor the application and functions of the CIA personnel program as it applies to personnel with "R" Career Designations, and to advise the Director on actions for other than "R" Career Service personnel. Some of these responsibilities and duties may be delegated to subpanels or committees by the CSP.

4. FUNCTIONS

a. The ORD Career Service Panel will develop and monitor a career management program for all personnel of the Office and advise the D/ORD in the following matters:

(1) Implementation of Agency and S&T Career Service Board personnel programs;

(2) The policies and procedures for office career development, position assignment, promotion and training;

(3) Other duties as directed by D/ORD.

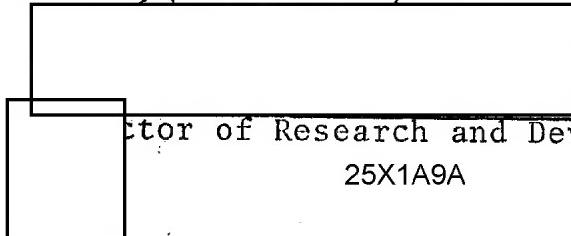
b. The ORD Career Service Panel will conduct a competitive evaluation by rating and preparing a promotability list for all ORD personnel through GS-14, as required.

4. FUNCTIONS (Cont'd)

c. The ORD Career Service Panel will review and make recommendations to the D/ORD in the following areas:

- (1) Requests for promotion to grades through GS-15 in accordance with [redacted]
- (2) Requests for all external training in excess of two weeks and costing \$500 or more;
- (3) Requests for internal training of more than 160 hours;
- (4) Recommendations regarding honorary, merit, and QSI awards;
- (5) Recommendations regarding marginal professional employees.

22 October 1974  
Date



Director of Research and Development

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